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|  | Cambridge School of Bucharest <u>Policy</u> | Doc. Ref. : CSB-003-PO |
| | | Rev. : Version 3 |
| | | Date : 24.08.2018 |
| <i>Health and Safety Procedures</i> | | |

DISCLAIMER

The information contained in this document has been prepared exclusively for the internal use of Cambridge School of Bucharest. Since this document is confidential and proprietary to Cambridge School of Bucharest, third parties are not entitled to rely on it in any way. The present document has been issued in English.

This document will be expired after 3 Years from date of last modification as indicated above.

| Rev. | Date | Modification |
|------|------------|-----------------|
| 1 | 30.09.2016 | First Issuance |
| 2 | 18.09.2017 | Second Issuance |
| 3 | 24.08.2018 | Policy Revision |
| | | |

| | PREPARED BY | CHECKED BY | APPROVED BY |
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| Name | Kathryn McNeil | Heath Renfroe | Rita Maalouf |
| Title | English Teacher | Deputy Director | School Director |
| Signature | | | |

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Cambridge School of Bucharest is responsible for its staff and pupils' safety while they are at school or on a school trip. Effective health and safety, through continuous improvement in the elimination of accidents and incidents, is imperative in everything we do and will contribute to our overall success.

Health and safety is at the heart of everything that we do – it is one of our core values. As part of our vision to be a catalyst for growth, one of our strategic goals is to create an environment where no one is injured.

We are building a health and safety culture at CSB where everyone:

- Makes safety a priority;
- Acts to mitigate risks wherever and whenever they occur;
- Speaks up and intervenes if something is unsafe;
- Takes responsibility for their own and others' health, safety, and wellbeing.

Who's Who

Proprietor

The School's proprietor has the responsibility to ensure that all local Health and Safety legal requirements are met and monitored by the School Director.

School Director

Overall responsibility for the detailed health and safety arrangements within the school lies with the School Director and in his/her absence with the designated team leader in charge. It is the School Director's responsibility to ensure compliance of the health and safety policy.

Health and Safety Coordinators—George Zaharia and Kathryn McNeil

Fire Marshals—Mohamad Dakroub (Main Campus), Roxana Petre (Lower School), Diana Chiriac (Kindergarten)

First Aiders—Oana Sporis (Kindergarten), Elena Voicu (Lower School), Claudia Bugeac (Main Campus)

This document will be:

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- Seen as the allocation of duties for safety matters and the particular arrangements made;
- Implemented as the policies are set out herein;
- Reviewed annually, updated as needed, and kept under constant review.

Review Process

The School Director's office is responsible for monitoring and reviewing the health and safety policy of the school as and when necessary, and will inform the health and safety committee when updates need to be made.

The health and safety committee considers reports of inspections, assists in safe work systems, and discusses new regulations. The committee meetings are held termly and have an agenda, and are minuted. Health and safety is always an agenda item for staff, school, or team meetings.

Employees

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health and safety problem this should be drawn to the attention of the School Director and Health and Safety Officer immediately who will record it in the incident book.

Smoking

Cambridge School of Bucharest has a strict No Smoking policy within its buildings and grounds.

Off-Campus Visits and Trips

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. **APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED.** It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by a member of the Health and Safety Committee.

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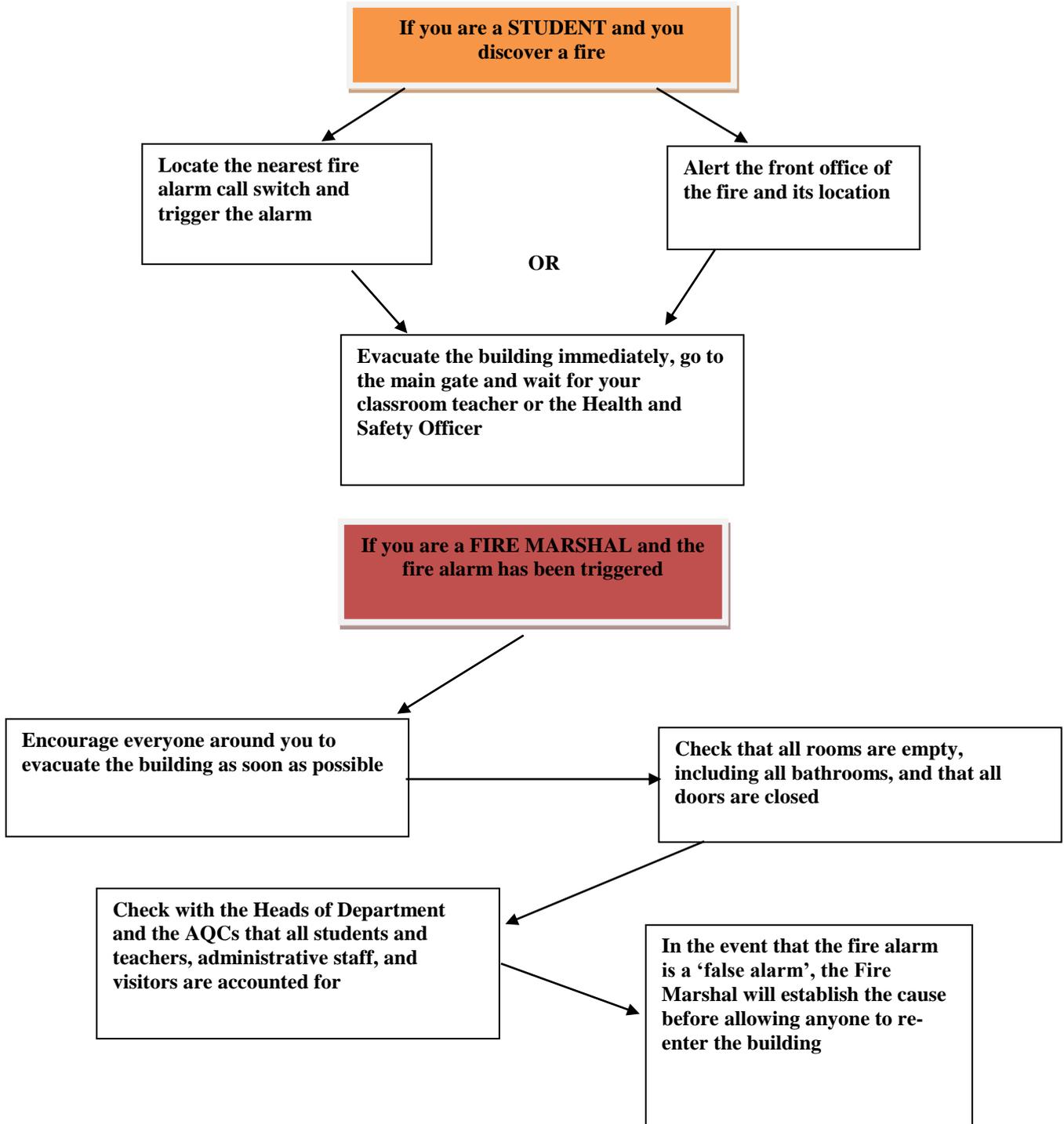
Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the front door. Any act of violence or abuse towards a member of staff must be reported to the School Director, who will take the appropriate action. Please see both our Lockdown Policy and our Temporary Visitor Policy.

All outside classrooms have walkie-talkies, which are linked directly to the office.

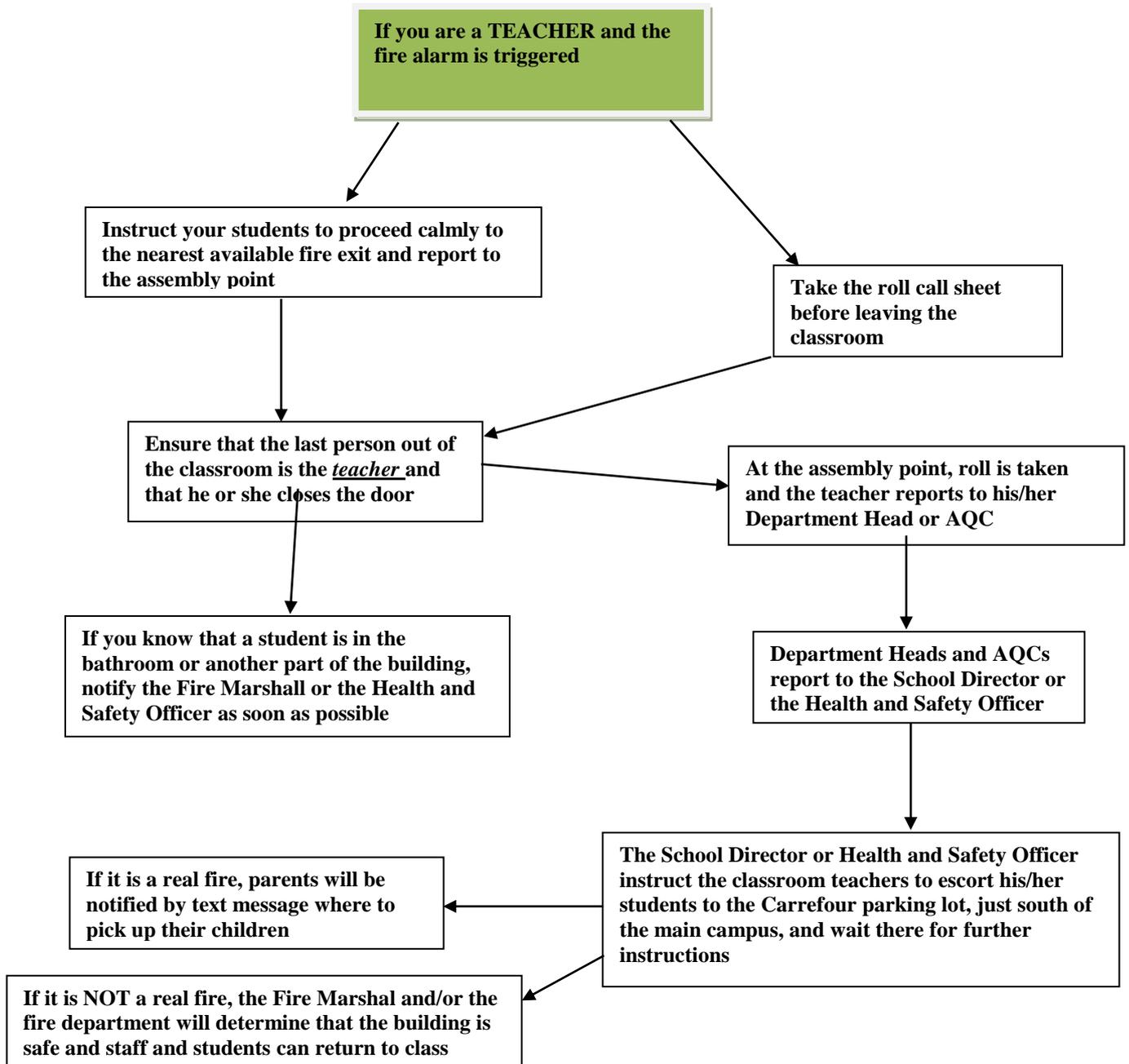
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Fire Safety Procedure: Emergency Evacuation Plan



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Fire and Safety Procedures

In furtherance of maintaining a safe environment for our staff and student body, CSB has the following Fire Safety Policy:

General Statement

Cambridge School of Bucharest takes fire and safety duties seriously. CSB has formulated this policy to comply with our legal obligations to staff, students, and visitors. This includes the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of CSB's overall Health and Safety Policy.

CSB works in conjunction with the local fire department to carry out regular Fire Risk Assessment in order to identify fire hazards and evaluate the risks to people, property, assets, and the environment arising from them. The school ensures that all precautions are taken and all procedures are followed. Fire drills are conducted once per term, and teachers and students are informed of the pre-determined plan that describes the actions necessary in the event of a fire to protect relevant persons and facilitate their safe evacuation.

Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to cooperate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students, and visitors.

Communication

All employees will be kept informed, either directly or via Managing Staff, of any relevant changes to fire safety procedures or Fire Risk Assessments.

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Procedures

The following procedures are in place to ensure high standards of fire safety:

Fire Risk Assessments have been undertaken and are reviewed yearly.

Other reviews will occur if there are changes that will impact on them; these may include alterations to the premises or new work processes.

Fire Risk Assessments are carried out by the Health and Safety Officer or by the local fire department.

The fire evacuation procedure is posted prominently on each corridor next to the fire alarm call point, and will be practised 3 times per academic year (one time per term).

A record will be kept of the date and the time taken to evacuate the buildings.

It is noted that there are two distinct situations wherein different evacuations procedures are required:

Firstly, when students are in class and; Secondly, during break time and after school when students are out of their classes. Evacuation procedures will be practised for both scenarios.

Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as local Fire Marshals.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and of the available escape routes. Regular staff will be given annual refresher training.

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the Health and Safety Officers or their 'responsible person.'

All fire extinguishers will be serviced and maintained annually by a suitable contractor or the local fire department. If any employee notices defective or missing equipment, they must report it to the Health and Safety Officer or the School Director.

Smoke alarms are checked every 6 months by a suitable contractor or the local fire department and tested weekly.

All visitors must be logged into the Visitors Book in the administration office upon arrival on site.

Emergency Evacuation Plan

In order to try and account for occasions when members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the

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event that both members of staff designated for a specific function are absent, the School Director or Health and Safety Officer shall temporarily allocate the function to an alternative, suitably trained member of staff.

If you discover a fire

Raise the alarm immediately. This can be done by pulling the alarm switch in the hall or by alerting the Front Office. Evacuate immediately using the nearest available fire exit.

Do not stop to pick up any personal possessions.

Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.

If a teacher is with his/her students in a classroom, he/she should take the class registers with him/her.

Teachers should be the last to exit the classroom/building.

The onus is on staff to ensure that all students exit the building safely.

Inform the Health and Safety Officer/Fire Marshals as to the location of the fire.

Staff and students will report to the assembly point for a roll call: the front gate for staff and students evacuating from the main building, the tent, and the classrooms outside the main building, surrounding the main courtyard. Once the class teacher has taken roll and given the results to the School Director, Head of School/AQC, or Health and Safety Officer, the class teacher will lead the student out of the main gate and into the Carrefour Market (formally Billa) parking lot, directly south of the main gate.

Staff and students evacuating the primary classrooms, Years 2-4, will assemble in the empty parking lot directly north of the primary school building, whereupon the classroom teachers will take roll and report to the Head of School/AQC or Health and Safety officer.

For staff and students evacuating the preschool and kindergarten building, please have students exit through the main gate.

If you are with a visitor, ensure that a staff member accompanies him or her.

If possible, the Health and Safety Officers should bring the visitor's log book from each location.

If you hear the fire alarm

Leave the building immediately using the nearest available fire exit.

Staff need to ensure that all students in their presence exit the building safely.

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If you know that a student is in the toilet or another part of the building away from the class, inform the Fire Marshal as you leave.

Report to the assembly point for a roll call.

If you are a visitor, ensure that you are accompanied by a staff member to the designated meeting place.

Persons responsible for taking roll call

The classroom teachers take the roll and report to the Department Heads and the Heads of School/AQCs. They, in turn, report to the School Director and the Fire Marshal/Health and Safety Officer.

Fire Marshals – on hearing or setting off the alarm

Encourage everyone around you to evacuate as soon as possible.

Check all rooms are empty, and then check with the Heads of Departments and the Heads of School/AQCs that all students and teachers, administrative staff, and visitors are accounted for at the roll call.

Procedures will be in place regarding which floors/rooms the Fire Marshals will check.

Fire Alarm Status

In the event that the fire alarm is for a genuine fire, then the designated person must call the fire department as soon as possible.

In the event that the fire alarm is a false alarm, then the Fire Marshal should establish the cause before allowing anyone to re-enter the building.

Before the Fire Department arrives

If there is a fire, the Fire Marshals can, if they have received appropriate training, and when they have consulted with the School Director or the Health and Safety Officers, and if it is agreed that the situation does not place them at risk, may make use of the fire extinguishers located on every floor to put out the fire. If, at any time, they feel that the situation places them at any risk, they must not proceed but must wait for the Fire Department to arrive.

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Earthquake Procedures

General Statement

Earthquakes are sudden rolling or shaking events caused by movement under the earth's surface. Earthquakes happen along cracks in the earth's surface, called fault lines, and can be felt over large areas, although they usually last less than one minute. Earthquakes cannot be predicted.

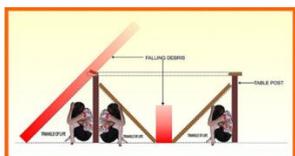
Before an earthquake

Prior to an earthquake, CSB has taken the following pre-emptive measures:

- Critical supplies are stored in each of CSB's buildings, along with all necessary documents;
- Glass objects are either stored in cupboards or affixed to a wall;
- Heavy objects are located close to the ground;
- Electrical and gas installations are checked regularly and maintained in a good functioning state;
- Dangerous and flammable materials are maintained in specialised storage units.

CSB has identified a number of locations in the school buildings where students and staff will be safe in the event of an earthquake. These places have been identified and procedures have been disseminated to the staff and students. Such places consist of, but are not limited to:

Crouching adjacent to a nearby piece of sturdy furniture or against an interior wall in order to form a "triangle of life". When the shaking starts, students will be instructed to Drop to the ground, Cover their head and neck with their arms, and if a safer place is nearby, Crawl to it and Hold On. Students are also encouraged to practice earthquake drill at home, ensuring that they and their family are aware of the procedure and that they have established a set meeting place.



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Practise how to '**Drop, Cover, and Hold On!**'

To react quickly you must practise often.

CSB will hold earthquake drills 3 times per year, once each term. Students will be instructed on both the procedure during an earthquake, as well as the evacuation routes and meeting place, for after the shaking stops. Students are reminded to remain in the building for 3-5 minutes after the initial earthquake, as often times the initial seismic movement is followed by minor earthquakes that are strong enough to cause further damage.

A family emergency communication plan is in effect whereby parents will be able to access the school's website and social media platforms for updates, along with text messages sent by the School Director and the Front Office.

During an earthquake

If you are inside the school building, staff and students will be instructed to

Stay where they are until the shaking stops and an appropriate amount of time has passed to insure that no further tremors are forthcoming.

Do not go on the stairs (descending stairs during an earthquake is extremely dangerous).

If stuck in an elevator, try to exit as quickly as possible by exiting on the next closest floor.

Stay away from mirrors, windows, doors, tall furniture (bookshelves, etc.), and exterior walls.

Do not place yourself under heavy objects that have been suspended from the ceiling (chandeliers, etc.).

Do not run outside.

Do not get in a doorway as this does not provide protection from falling or flying objects.

Do not stay in a stairwell.

Teachers and staff will instruct students to drop down onto their hands and knees so the earthquake does not knock them down.

Students must crouch near their desks.

Students will then be instructed to cover their head and neck with their arms to protect themselves from falling debris. If coats are available to cover the head and upper torso, they should be distributed by the classroom teacher.

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If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.

Teachers will instruct students to stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.

Students will be instructed to hold on to any sturdy covering so that they can move with it until the shaking stops.

If a student is already in a safe position, teachers will instruct him/her to stay where he/she is until the shaking stops.

Once an initial assessment has been made by appointed Health and Safety officers, students will be instructed to exit through safe paths to the central meeting point in the front of the school.

If getting safely to the floor to take cover is not possible

Teachers will identify an inside corner of the room away from windows and objects that could fall on them or the students. Students will be instructed to get as low as possible to the floor and protect their head and neck using their arms, a pillow, a book, or whatever is available.

If you are outside when you feel the shaking

Students will be instructed to move away from buildings, streetlights, electrical poles, trees, utility wires, and any other object that may fall on them. Once in the open, students are instructed to ‘Drop, Cover, and Hold On.’

Students are then instructed to remain where they are for 3-5 minutes after the shaking has stopped.

If this is not possible, students may need to duck inside a building to avoid falling debris.

If you are in a moving vehicle when you feel the shaking

If an earthquake occurs while students are being transported either to or from school, the bus drivers are instructed to stop as quickly and safely as possible and stay in the vehicle.

Avoid stopping near or under buildings, trees, overpasses, or utility wires.

Proceed cautiously once the earthquake has stopped and an appropriate amount of time has passed.

Avoid buildings, trees, passages, roads, bridges, or ramps that the earthquake may have damaged.

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If you are under the rubble/ruin.

Use a flashlight or the light from a mobile phone. Do not use an open fire (candles, matches, etc.).

Cover your mouth and nose with a handkerchief or some other form of clothing to avoid breathing in dust particles or any other type of chemical contamination.

Try to signal your location using a whistle or flashlight, or by rhythmically hitting a pipe or wall with a hard object.

Try to conserve your energy, and try not to panic.

After an earthquake

Check for injuries and apply first aid if needed, and offer assistance to other injured individuals.

Wait for the First Aiders/Earthquake Marshals/Rescue Team to arrive. Do not attempt to move a seriously injured person unless their life is endangered.

Be prepared for after-shocks, these may be strong enough to cause further damage.

If possible, turn off the water, gas, and electrical supply.

If you smell gas, do not attempt to interrupt the power supply or disconnect the fuses as even a single spark can ignite the gas and cause a fire.

When exiting a building, try to find a hard object that you can use to protect your head from falling objects.

Use phones only in an extreme emergency, leave the phone line unhindered for emergency services.

Listen to the official sources for information (national radio, public television, local authorities) and do not rely of unverified sources.

Keep in mind that, in the case of a major earthquake, rescue services may not be able to provide immediate assistance, be prepared to wait for their arrival.

Do not act on your own, follow the instructions of the authorities.

In the event of a major earthquake, the school will follow the procedures below

All children will be kept at the school until collected by a parent or guardian.

Children will be kept inside the school buildings unless there is a danger of the building collapsing, or fire, or the buildings are considered unsafe for other reasons; the streets around CSB are likely to be more dangerous than inside our building.

In the likelihood of building collapse or fire, students will follow the Fire Safety Evacuation Procedure.

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The school buses will not transport students home.

Students must be picked up by a parent or legal guardian.

All clubs and events will be cancelled.

No children will be allowed to leave the school sites on their own, unless we receive permission from parents, after the earthquake.

No children will be allowed to leave the school sites with the parents of other children, unless we receive permission from parents after the earthquake.

What should parents do?

After an earthquake, parents are instructed to access the CSB website: <http://www.cambridgeschool.ro/> and social media platforms where information will be posted and updated. Such messages may be as follows:

Parents are requested to pick up their child/children at (LOCATION) as soon as it is safely possible.

Parents who are not able to pick up their child/children are urged to contact the school so that over-night provisions can be made.

CSB will post continual updates with regard to whether it considers this to be a major earthquake and to provide parents with information on the current situation at the school.

As a general guidance, the school will normally consider a major earthquake to be one that is announced by Romanian media as a magnitude of 5 or above in Bucharest, or where the city’s trams, trolleys, subways, and buses will not resume within one hour.

If you are unable to access the internet or email, assume that the school will be following the emergency procedures above; keep checking the internet sites periodically as they may come back online.

Come to the school to collect your children when it is safe for you to do so; because of fallen obstacles, fires, or dangerously crowded streets, it may not be safe for you and your children to be on the streets; this is more likely in the case of an earthquake. In this case, please do not rush to the school; we will keep your children at school until it is safe for you to collect them; this may be many hours later or the next day.

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If all communication fails, your children will be kept at the school, for several days if necessary, until you collect them or are able to contact the school with alternative arrangements.

When the shaking stops, look around, if there is a clear path to safety, leave the building and go to an open space away from damaged areas.

If you are trapped, do not move about or kick up dust.

If you have a cell phone with you, use it to call or text for help.

Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.

Once safe, monitor local news reports via battery operated radio, TV, social media, and cell phone text alerts for emergency information and instructions.

In the likely event of aftershocks, be prepared to 'Drop, Cover, and Hold on'.

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First Aid Policy and Procedures

Introduction

The First Aid Policy and procedures at Cambridge School of Bucharest is designed to ensure that every pupil, member of staff, and visitors will be well looked after in the event of an accident, no matter how minor or major.

The First Aid Policy is based on a risk assessment of the school, and covers:

- Numbers of first aiders/appointed persons;
- Numbers and locations of first-aid containers;
- Arrangements for off-site activities/trips;
- After-school clubs and activities.

The Health and Safety Officer (HSO) is responsible for putting the policy into practice and for developing detailed procedures. The HSO is also responsible for ensuring that parents are aware of the school's Health and Safety Policy, including arrangements for First Aid for pupils. First-aid provisions will be available at all times while people are on the school premises, and also off the premises while on school trips.

It needs to be noted that the term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work certificate or equivalent.

These consist of qualified First Aiders and not trained doctors or nurses.

First Aid Policy

The purpose of this policy is:

- To provide effective, safe First Aid cover for pupils, staff, and visitors (including contractors);
- To ensure that all staff and pupils are aware of the system in place;
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

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Cambridge School of Bucharest will:

- Provide First Aid training, via an authorised agency, to staff members, who will then act as First Aiders;
- Ensure that all First Aiders' qualifications are always up-to-date;
- Ensure that all new staff are made aware of First Aid procedures.

First Aiders will

Ensure that first aid cover is available throughout the working hours of the school week.

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible.

This includes wearing gloves where any loss of blood or body fluid is evident.

Calling for help from other First Aiders or Emergency Services.

Help fellow First Aiders at an incident and provide support during the emergency.

Ensure that their portable first aid kits are adequately stocked and always readily available.

Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.

Ensure that parents are aware of all head injuries promptly.

Ensure that a child who is sent to the hospital by ambulance is:

Accompanied in the ambulance at the request of paramedics;

Followed to the hospital by a member of staff to act in loco parentis if a relative cannot be contacted;

Met at the hospital by a relative.

The First Aider need not be the member of staff to accompany the casualty to hospital; however, an appropriate person should be sent.

Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the Accident Book provided with the first aid resources.

The Accident Book must be completed by the First Aider involved.

Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.

Any bloodstains on the ground must be washed away thoroughly.

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No contaminated or used items should be left lying around.

A nominated first aider will ensure that the first aid box is kept clean and adequately stocked.

All Staff will

Provide the first aid team with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic, or have any other serious illness at the start of each term.

Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.

Refer the student to a First Aider for examination if it appears that an injury has caused a problem.

Ensure that, if a pupil bumps his/her head, the pupil sits down and that their parents are promptly informed.

Staff must recommend to the parents that they take the pupil to the hospital for a check-up.

Know their own work area intimately, paying special attention to potential hazards in the classroom and other areas.

Promote accident prevention and safe working practice.

Ensure that accident forms are completed appropriately.

Teachers will

Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.

Be aware of specific medical details of individual pupils when they first attend the school.

Ensure that their pupils are aware of the procedures in operation.

Never move an injured person until they have been assessed by a qualified First Aider unless he or she is in immediate danger.

Send for help to the Front Office as soon as possible, either by a person or telephone.

Ensure that the messenger knows the precise location of the injured person.

Where possible, obtain confirmation that the message has been received.

Reassure, but never treat an injured person unless staff are in possession of a valid Emergency Aid in Schools.

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Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

Send a pupil who has minor injuries to Reception if they are able to walk, where a First Aider will see them; this pupil should be accompanied.

Send a pupil who feels generally 'unwell' to the School Nurse and not to a First Aider, unless their deterioration seems uncharacteristic and is causing concern.

Ensure that they have a current medical consent form for every pupil that they take out on a school trip, which indicates any specific conditions or medications of which they should be aware.

Have regard to personal safety.

OFFICE STAFF will

Call for a qualified First Aider, unless they have a first aid qualification, to treat any injured pupil. This should be done by telephone in the case of minor injuries or by an urgent message in the case of serious injuries, giving the specific location of the injured person.

Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.

Send pupils who simply do not feel well to the School nurse.

WILL NOT administer paracetamol or other medications.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g., internal) and the effects only become noticeable after a period of time. If the injury is minor, all Head Injuries should be monitored closely and a head injury report form should be completed and given to the parents. Any serious Head Injury should always be referred for hospital treatment.

HYGIENE/INFECTION CONTROL

Hands must be washed before and after giving First Aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings etc must be put in a yellow clinical waste bag and disposed of in the grey clinical waste box. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also go in a yellow bag and be disposed of in the grey clinical waste box. If possible area should be bleached (dilute

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1:10). Body fluid spillages on hard surfaces should be cleaned up then bleached (1:10). Exposed cuts and abrasions should always be covered.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

The Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR) require that employers report all fatal and specified major injuries, any injuries that result in the inability of an employee to work more than 3 days, or any injury which results in a person being admitted to hospital for more than 24 hours. The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the school must inform local authorities. A schedule of injuries and conditions which are required to be reported is as follows.

Reportable Major Injuries:

- fracture other than to fingers, thumbs, or toes;
- amputation;
- dislocation of shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substances or biological agent;
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, indigestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

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Reportable Over-Three-Day Injuries:

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working at the school, suffers an over-three-day injury it must be reported to the enforcing authority within ten days.

An over-three-day injury is one which is not 'major' but results in the injured person being away from work or unable to do the full range of their normal duties for more than three days.

Reportable Dangerous Occurrences (near misses):

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there;
- could be a risk of drowning after a fall;
- dangerous occurrence at a well (other than a water well);
- when a dangerous substance being conveyed by road is involved in a fire or released;
- when a dangerous substance being conveyed by road is involved in a fire or released;
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air;
- accidental release of any substances which may damage health.

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Reportable Diseases include:

- Poisonings;
- skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma, pneumoconiosis;
- infections such as leptospirosis, hepatitis, anthrax, legionellosis, tuberculosis and tetanus;
- other conditions such as occupational cancer, certain musculoskeletal disorders, decompression;
- illness and hand-arm vibration syndrome.

Health and Safety Procedures



Ministerul Muncii, Familiei, Protecției Sociale și Persoanelor Vârstnice
INSPECȚIA MUNCII
INSPECTORATUL TERITORIAL DE MUNCĂ BUCUREȘTI
Str. Radu - Voda nr. 26-26A, Sector 4, cod poștal 040275, București
Tel / fax : 021.331.76.14

Operator de date cu caracter personal, înregistrat la Autoritatea Națională de Supraveghere a Protecției Datelor cu Caracter Personal sub nr. 3023
BIROUL S.P.I.A.A.S.S.M. – TEL: 021/3317643

CERTIFICAT CONSTATATOR NR.237/16.04.2014

Emis în temeiul art.13 lit.c din Legea securității și sănătății în muncă nr.319/2006 și art. 6 alin.(1)lit.b) din Legea pentru înființarea și organizarea Inspecției Muncii nr. 108/1999, republicată, eliberat în baza declarației pe propria răspundere, înregistrată sub nr. 27216 din 14.04.2014, pentru persoana juridică :

***FUNDATIA „SCOALA INTERNATIONALA LIBANEZA”
CAMBRIDGE SCHOOL OF BUCHAREST***

Cu sediul în Municipiul București, str.Calea Dorobanților, nr.39, sector 1
Cod de înregistrare fiscală(C.I.F):15138266(atribuit)/2003/eliberat/2013

Prezentul Certificat constatator atestă că s-a înregistrat declarația pe propria răspundere conform căreia unitatea îndeplinește condițiile de funcționare specifice securității și sănătății în muncă pentru activitatea/activitățile declarate:

| Nr. crt | Denumirea activității | COD CAEN | Adresa la care se desfășoară activitatea: |
|---------|---|----------------------|--|
| 1 | Invatamant primar. Invatamant secundar general. Alte forme de invatamant. Invatamant privat. | 8520 8531 8559 | Municipiul București, str.Calea Dorobanților, nr.39, sector 1 |
| 2 | Alte forme de invatamant. Invatamant privat. | 8559 | Municipiul București, str.Calea Dorobanților, nr.32, sector 1 |
| 3 | Alte forme de invatamant. Invatamant privat. Invatamant prescolar. Grădinița cu program prelungit. | 8559 8510 | Municipiul București, str.Barbu Mumuleanu, nr.10, sector 2 GRADINIȚA „INTERNATIONALA LIBANEZA CAMBRIDGE KINDERGARTEN” |

Data eliberării:
16 aprilie 2014

Inspector Sef
dr.ing. Constantin BUJOR